

CITY OF DUBLIN

California



INVITES APPLICATIONS FOR THE POSITION OF

PUBLIC WORKS MANAGER (MAINTENANCE)

APPLY ONLINE AT WWW.CALOPPS.ORG

FILING DEADLINE

April 23, 2015 @ 5:00 PM

SALARY

\$9,236.00 – \$11,545.00 per month

THE POSITION

The City of Dublin is seeking a Public Works Manager to work under the direction of the Public Works Director to plan, direct, coordinate and manage assigned activities and programs and to provide highly complex and responsible managerial assistance to the Director of Public Works. This position is responsible for maintenance of the City's roadway, drainage, public buildings, and park infrastructure, and the management, coordination and oversight of program policies and procedures, the development and administration of program budgets, the negotiation and administration of contracts, the preparation of grant proposals, and the preparation of analytical studies of administrative and operational issues. This position functions as a member of the Public Works Department management team in developing Departmental policy, administrative planning, and addressing Departmental problems, budget development, and personnel recruitment; and performs related work as required. The Public Works Manager also acts as the City's representative to internal and external community advisory bodies involved within assigned program areas.

EXAMPLES OF DUTIES

- Plan and direct contracts, programs or activities involving maintenance of the City's streets, parks, buildings, and special districts. Plan and manage the completion of related capital infrastructure projects; provide analytical support for financial, operational and organizational issues; maintain financial and administrative processes and records; monitor contracts, develop schedules and perform necessary

measures to ensure contract performance of contractors; develop, implement, and monitor assigned budgets.

- Provide high level staff support to Department Director.
- Assume operational authority of areas of assigned responsibility.
- Monitor expenditure requests during the fiscal year for compliance with the adopted budget.
- Assist the Department Director in establishing department goals each year and ensure their completion within the areas under his/her direct supervision.
- Establish general approaches to be used in carrying out projects and determine priorities; review activity reports and periodically check work in progress and upon completion to ensure compliance with policy, standards and directions; resolves operational and personnel problems.
- Investigate public complaints and requests related to functions supervised and make determinations on action to be taken.
- Prepare recommendations on budgetary needs as related to personnel, equipment and contract services, including related justifications; administer assigned budgets, including the approval and control of expenditures; develop long range plans and objectives; conduct a continuing review of contract services for purposes of detecting problem areas, developing standards and increasing efficiency.
- Evaluate City and contract staffing arrangements, staffing levels, and work assignments and make necessary recommendations to Department Director; set performance standards for contract and City staff and evaluate performance.
- Represent the City in meetings of the City Council, City Commissions/Committees and community groups; prepares and presents oral and written reports; develops agendas and staffs various Department committees when requested.
- Develop and update preventative maintenance plans and monitor related performance measures.
- Represent the Department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Establish positive working relationships with representatives of community organizations, State/local agencies and associations, City management, City staff and the public.
- Perform other related duties as required.

QUALIFICATIONS

1. Education: Equivalent to a Bachelor's degree from an accredited four-year college or university with specialization in engineering, construction, environmental studies, public administration or a related field.
2. Experience: Four years of progressively responsible experience with environmental/maintenance services related to public works operations or with responsibility for project/service planning, development and oversight, contract negotiations, budget preparation and staff supervision. One year of administrative and lead or supervisory experience desirable.
3. Licenses, Certificates and Special Requirements: Possession of a valid California Class C driver's license and Certificate of Automobile Insurance for Personal Liability.

KNOWLEDGE OF

- Principles, practices, methods and materials for municipal maintenance programs, assessment district management, contract management and capital infrastructure projects.
- Methods and techniques of coordinating facilities maintenance.
- Supervisory principles and methods, including goal setting, budget preparation and administration and employee supervision.

- Principles and practices of budget development, implementation and analysis.
- Applicable Federal, State and local laws, rules and regulations to assigned programs.
- Financial forecasting, report preparation, research methods, statistical concepts and methods.
- Customer service techniques.
- Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Modern office procedures and computer equipment.
- Principles and practices of organizational analysis and management.
- Principles and practices of supervision, training, personnel, and contract management.

ABILITY TO

- Analyze administrative, operational and organizational problems, evaluate alternative and reach sound conclusions.
- Consult effectively with management and staff.
- Administer large program budgets including the preparation of complex financial reports and analyses.
- Negotiate and administer contracts.
- Conceive and effectively propose or suggest solutions to budgetary needs and problems.
- Communicate clearly and effectively, both orally and in writing.
- Interpret appropriate rules, regulations, contracts, laws and ordinances.
- Develop, implement and oversee maintenance programs for the City including street sweeping, Building maintenance, street and street landscape maintenance and park maintenance activities.
- Plan, organize, assign, direct, review and evaluate maintenance contracts, programs and activities.
- Address large and small groups of people at neighborhood meetings.
- Select, train, motivate and evaluate assigned staff; develop, implement and interpret policies, procedures, goals, objectives and work standards.
- Analyze problems, evaluate alternatives and make creative recommendations.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Represent the City effectively in meetings with others; and maintain accurate records and prepare clear and concise reports, meeting agendas and correspondence.

BENEFITS

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **PUBLIC WORKS MANAGER** position is **\$9,236.00 – \$11,545.00** per month. The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 3.95% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to 1,426.83 per month
- Post-retirement medical benefits; vesting requirement
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$900 annual account seed money

- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Thirteen paid holidays (including one floating holiday) per year
- Administrative Time Off – 64 hours of administrative leave annually, with the option of being paid for up to 32 hours
- Approximately 24 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union.

The City of Dublin does not participate in the Social Security system except for a mandatory Medicare.

ABOUT THE DEPARTMENT

The City's Public Works Department encompasses a multitude of municipal public works and engineering services, including public works maintenance and inspection services, traffic and general engineering, private development review and inspection, capital project design and implementation. Public Works maintenance services are provided to the City under outside contract.

ABOUT THE CITY

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 53,462 within 14.59 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

COMMITMENT TO COMMUNITY SERVICE

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

THE SELECTION PROCESS

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department are subject to a background check, including fingerprinting prior to employment.

EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

HOW TO APPLY

Apply online at **www.CalOpps.org**. Once there, click on “**Member Agencies,**” “**City of Dublin,**” then on “**Public Works Manager (Maintenance),**” and “**Apply Now.**” Applications must be received by 5:00 p.m. on April 23, 2015. No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.